

Bare minimum criteria/Mandatory Requirements

The following three criteria are bare minimum/mandatory and an applicant audit firm shall be considered eligible for initial screening if the following three criteria are fulfilled. It is to be noted that each of the following three has a minimum of 10 marks other than those assigned in the Technical Evaluation Criteria.

1. Firm MUST have a minimum experience of at least **Ten years** as an Audit firm.
2. Firm MUST have a minimum 10 partners and 25 professional staff.
3. Firm MUST have atleast one valid affiliation with international audit firm.

Checklist for Initial Screening:

The following documents / certificate are the pre-requisite and shall be used for initial screening. The bidder must submit following supporting documents in respect of each criterion.

1. Registration with Security & Exchange Commission (SECP) OR other relevant registration body.
2. Registration with FBR and Khyber Pakhtunkhwa Revenue Authority.
3. Valid License of practice.
4. Complete profile of the firm.
5. Declaration on stamp paper that the firm has never been blacklisted by any Government Organization OR by Tax authorities.
6. The most recent satisfactory QCR (Quality Control Review) rating of ICAP (Institute of Chartered Accountant of Pakistan).
7. Partnership Registration Certificate with ICAP and Registration of Firms.
8. Last three years tax returns of the firm (2022,2023,2024)
9. Three years Audited accounts of the firm (2022, 2023, 2024). From approved firm of chartered accountants)
10. The firm must have \geq PKR 200 Million yearly turnover.
11. The firm MUST have a minimum experience of at least Ten years as an Audit firm
12. The firm MUST have a minimum 10 partners and 25 professional staff (Qualified/Trainee).
13. Firm MUST have atleast one valid affiliation with international audit firm.
14. Established Office network in Pakistan.
15. In depth experience of delivering similar/comparable services to public sector companies/organization. (Supporting documents to be attached)
16. Must have "A" ranking as per panel of Auditor Category.
17. Bid Security amounting to **PKR 500,000/- (Rupees Five Hundred Thousand Only)** in form of pay order /CDR / Demand Draft in favor of Hospital Director MTI ATH Abbottabad must be attached.
18. Affidavit from the firm, to the effect, that all the documents, statements and information provided with the proposal is complete, true and correct in all aspects.

Note: Even after fulfilling bare minimum criteria/mandatory requirement, legal disqualification may apply where applicable (e.g., unregistered firms, blacklisted status etc).

Technical Evaluation Criteria (Total: 110 Points):

Technical Proposals to be submitted by the applicants shall be in compliance with all the requirements laid down in bidding documents. The Technical proposal shall be clearly marked with **“Technical Proposal.”** Only firms fulfilling bare minimum criteria /**mandatory requirements** will be technically evaluated. The technical proposal should specifically provide the information of firm on the following format of evaluation criterion. Scoring is based on the matrix below:

#	Evaluation Area	Criteria/Measure	Scoring Tiers	Max Points
1.	Audit experinces (min 10 years of experince is MUST)	Number of years above minimum experinces	1 mark for each year	20 (including 10 of bare minimum criteria/mandotaroy requirement)
2.	Number of Partners (min 10 partners are MUST)	Number of registered partners with ICAP above 10	1 mark for each Registered partners	20 (including 10 of bare minimum criteria/mandotaroy requirement)
3.	International Affiliation (atleast one is MUST)	Affiliation with any additional international auditing firm	5 marks for additional each affiliation	20 (including 10 of bare minimum criteria/mandotaroy requirement)
4.	QCR Rating by ICAP	Most recent QCR report	High quality=10 Satisfactory=5	15
5.	Public Sector audit Experience	Completed audits for Govt/ Semi Govt /Public autonomous bodies or companies working under Govt	1 mark for one completed audit	10
6.	Offices in Pakistan	Number of offices	1 mark for each registered office	5
7.	Professional Staff Strength	Total qualified/trainee audit staff	≤24=0 25-49=5 ≥50=10	10
8.	Audit Experience (Project Count)	Relevant/completed audit engagements	≤25=0 25-50=5 ≥50=10	10
	Total			110
Qualifying Marks 70% i.e 77/110 marks				

Those firms who technically qualified will be eligible for financial competition.

Financial Evaluation:

The bidder shall submit Financial Proposals in separate envelope. Envelope shall be clearly marked with “Financial Proposal “on letterhead indicating the name of the firm.

- a. The Financial Proposal should be submitted in Pak rupees inclusive of all applicable taxes such as GST, Income Tax and PST etc. If taxes are not specially mentioned in the quotation, it will be presumed that the price include all taxes. MTI ATH will not be responsible for change in tax regime subsequently.
- b. The proposal must remain valid for a period of 90days after the financial bid date.

- c. The successful bidder shall pay all such taxes, stamp duty or other duties , fees an other impositions levied under the applicable law, the amount of which is deemed to have been included in the financial bid.

Preference:

preference shall be given to firms who, in addition to fulfilling the minimum eligibility criteria and achieving a score of at least 70%, can tangibly demonstrate verifiable audit experience with one or more of the following: (a) a large tertiary care health facility, (b) a high-tech healthcare imaging equipment manufacturing company, or (c) other organizations of a similar nature.
